

1 June 1973

MEMORANDUM FOR: Deputy Director for Management and Services  
SUBJECT : Weekly Report - Office of Training

I. Recent Activities

A. Move of Information Science Program - Progress Report

Detailed floor plans for the Information Science training area on the sixth floor of the Chamber of Commerce building have been submitted to the Office of Logistics for preparation of architectural plans and cost estimates. Representatives from OTR, OL, OC, and OS met on Tuesday, 29 May, to discuss problems associated with the plans. The only serious difficulty surfaced thus far is the possible inadequacy of the existing air conditioning and air circulating systems in the proposed terminal areas. Augmentation of these systems may be necessary but we anticipate that it can be accomplished within the budget established for the move.

Although there has been no response from DIA to the DD/MSS' letter of 24 May outlining the plans for the move, the DIA Computer Center has been extremely cooperative in developing technical plans for the tie-in to their system.

Requisitions for equipment and furnishings for the new area should be completed this week.

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**C. CT Recruitment**

Two Program Officers returned on 25 May from a five-day recruitment trip to San Francisco, Los Angeles, and Denver. This appears to have been one of the most successful trips to date. Eleven applicants were interviewed, with seven having strong potential for acceptance into the Career Training Program. Seven applicants have competence in such languages as Russian, Chinese, Japanese, French, German, and Hungarian.

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The two Program Officers also had useful conversations with OP recruiters [redacted].

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**D. Midcareer Course**

The class is back at Headquarters for the final week. Highlights of the week so far have included a talk by [redacted] on the Agency's relationship with OMB, and a panel chaired by General Allen which discussed the role of the Intelligence Community.

Richard Solomon of the NSC Staff was scheduled to speak on Tuesday, 29 May, but had to cancel out at the last minute. The students used the free time to prepare a list of questions for Mr. Colby, who met with the group yesterday afternoon in the DCI Conference Room.

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**E. Terrorism Film**



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**F. Secure Voice System**

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On Friday, 25 May, two representatives from the Office of Communications visited the [redacted] in response to a Headquarters proposal to install a secure voice system [redacted] for use by Agency senior officers visiting there.

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**G. Weapons and Defensive Driving**

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The course with 12 Agency students, is in session this week at the [redacted] Seven others joined the class for the defensive driving portion on Thursday, 31 May, including three chauffeurs from the Department of State.

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I. CSC Expands Executive Seminar Program

The Civil Service Commission has increased by six the number of programs at its Executive Seminar Centers (Kings Point, Oak Ridge, and Berkeley) to meet increased requirements for its management programs. The Agency's allotted quota for the FY 74 programs is 23 (we requested 25), three more than we had in FY 73.

J. Interagency Language Roundtable

The Roundtable met on Friday, 25 May, at FSI to discuss the language training community's response to the GAO report. The Roundtable's Management Committee charged the various subcommittees with specific tasks to be accomplished during the coming fiscal year in regard to GAO's recommendations. Since the publication of the GAO report, there has been a growing spirit of cooperation among the members of the Roundtable.

K. Organizational Realignment in DIA

Effective 11 May, the Defense Intelligence School (DIS) became a separate directorate-level activity within DIA. The DIS remains one of the four chartered institutions under the Joint Chiefs of Staff but its Commandant will now report directly to the Director of DIA rather than through the Directorate for Support. The Commandant's position now calls for the rank of Admiral. This change reflects new high-level DoD interest in the School.

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B. Self-study Management Program

On Friday, 25 May, three members of the Support School faculty spent several hours reviewing management training films at the Bureau of National Affairs office in Rockville, Maryland, for the purpose of selecting those best suited for use as video cassettes in the proposed Self-study Management Training Program. We are considering one or two packages from the following: Management by Objectives (John Hubble), The Motivation to Work (Frederick Herzberg), The Effective Organization (Gail Gellerman), and The Effective Executive (Peter Drucker). Other films covering specific areas of behavioral science such as motivation and communications may also be selected to supplement the modular instructional units.

A requisition for the video and audio hardware required for the program has been submitted to the Office of Logistics.

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